

***Do NOT Leave
Vaccine Deliveries
Unattended!***

When deliveries arrive, check each package to determine if it is a perishable vaccine delivery!

**FOR PACKAGES REQUIRING
REFRIGERATION:
IMMEDIATELY**

**Contact the person responsible for
receiving and storing vaccine.**

Know who the back-up person to receive
vaccine is, and
contact them if the primary is not available.

Contact In Person Only
(do not leave voice mail or e-mail!)

1. _____

2. _____

3. _____

**Include names and phone numbers.
Update anytime staff change.**

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Vaccine Receiving ✓ List

- ✓ temperature, expiration date, and condition of each package.
 - ☐ Is temperature in range?
 - ☐ Is expiration date at least 6 months from today's date?
 - ☐ Are packages undamaged with no leakage?

- ✓ the shipment to make sure vaccine received matches the invoice.
 - ☐ Do number of doses of each antigen match?
 - ☐ Do expiration dates match?
 - ☐ Do lot numbers match?

- ✓ vaccine and choose proper storage
 - ☐ Store frozen vaccine (Varicella, MMRV, etc.) in the freezer.
 - ☐ Store all non-frozen vaccine in the refrigerator.
 - ☐ Are freezer and refrigerator temperatures correct?

The **freezer** compartment should maintain temperatures between -58°F and +5°F (-50°C and -15°C). The **refrigerator** compartment should maintain temperatures between 35°F and 46°F (2°C and 8°C).

- ✓ refrigerator and freezer stock and rotate it appropriately.
 - ☐ Place vaccine with shortest expiration date in front (date closest to today's date).
 - ☐ Place vaccine with longest expiration date in back (date furthest from today's date).

Problems with your order?
Questions about vaccine storage?

- ✓ **with your local health department.**

If you have a disability and need this document in another format, please call 1-800-525-0127 (711—TTY relay).

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